

QUICK REFERENCE GUIDE
Office of Environmental Information
Chief Information Officer
Policy Review Process
4/18/2013

The Office of Environmental Information (OEI) Chief Information Officer (CIO) Policy Review Process follows:

1. The Policy Sponsoring Office (PSO) sends the policy package (including the one page description of the policy, procedure, standard or guidance, as well as the policy, etc.) to the Office of Program Management (OPM)/Policy Outreach and Communications Staff (POCS).
2. The designated POCS Policy Analyst conducts an editorial review of the policy package and verifies the policy package conforms to format, editing and final document requirements. If needed, the POCS Policy Analyst provides the PSO with additional guidance to ensure the policy package is complete and ready for OEI line office review.
3. The POCS Policy Analyst develops a transmittal, using the OEI Transmittal System, which contains the policy package and a comment matrix for use by OEI line offices. The transmittal is reviewed and approved in OPM.
4. The OPM Director transmits the policy package to: OEI Office Special Assistants and OEI Deputy Directors for review and comment. The OEI Policy Workgroup (PWG) is copied on the transmittal. OEI line offices are normally given two weeks to submit review comments to the POCS Policy Analyst.
5. The POCS Policy Analyst compiles all OEI line office comments and provides the compilation to the PSO. The PSO reviews the compilation and responds in the comment matrix format which is designed to ensure the comments are effectively resolved and an adequate record of the resolution is recorded.
6. The PSO updates the policy package to reflect OEI line office comments and resubmits the updated policy package to the Quality and Information Council (QIC) Steering Committee (SC) Chair with a request to be added to the QIC SC agenda to begin the full Agency review process.
7. The Full Agency Review Process.
 - a. The PSO presents the policy package to the QIC SC to explain the package and answer any questions. The QIC SC determines if the package is ready for full Agency review and how long the review should take (normally it is a 2-week review period). The QIC SC chair sends the policy package for full Agency review to the QIC SC members for vetting through their home organization.

Comments from organizations must be coordinated through their Senior Information Official (SIO) and/or QIC member.

- b. The PSO will also coordinate with the Office of Human Resources (OHR) on the proposed policy to determine whether the policy is subject to negotiation between the Agency and the affected bargaining unit representatives before the policy is implemented.
 - c. The PSO is required to address all the comments received (the PSO is not required to incorporate the comments, but they must be addressed). The PSO is required to attempt to reconcile non-concurrences with the reviewing office. If a resolution cannot be reached, the issue may be elevated to the QIC for further discussion.
 - d. The policy package will be updated by the PSO to reflect the Agency comments and concurrence and sent to the QIC SC Chair with a request to be added to the QIC SC agenda. This package must include a completed comments matrix showing resolutions for the comments.
 - e. The PSO presents the new draft and comments to the QIC SC briefly explaining the types of comments and resolutions. The QIC SC determines whether to recommend for CIO approval and whether the policy document is of such impact or have other potential ramifications that it requires the full QIC's attention. Generally, policy documents should be elevated to the QIC in the case of any non-concurrences. NOTE: there may be times when the PSO must do some re-work before the QIC SC makes a final determination.
8. If requested by the QIC SC to have the QIC review the policy package, the PSO must brief the policy and associated issues to the QIC Chair prior to being added to the QIC agenda. When added to the agenda, the PSO presents the information at a QIC meeting and the QIC Chair can request a vote for a QIC recommendation for CIO approval. There may be cases where the PSO is asked to provide additional information before a vote.
 9. Once the QIC and/or QIC SC recommend a policy for CIO approval, the POCS Policy Analyst receives the policy package from the PSO as MSWord files. The POCS Policy Analyst assigns a policy number and develops an Agency announcement. The POCS Policy Analyst sends the Agency transmittal to the PSO for review and concurrence.
 10. The POCS Policy Analyst inputs the policy package and Agency announcement into the Correspondence Tracking System (CMS) and routes through OPM approvals to the CIO for review and approval.
 11. The PSO schedules a meeting with the CIO to include the QIC SC Chair, the POCS Policy Analyst and selected PSO staff. The PSO will present the policy package to the CIO and answer any final questions on the policy package and walk through any significant comments received through the review process. The PSO will also indicate if the policy package needs to be posted on both the internal and external website policy pages and if other EPA offices need their websites updated to reflect the new policy package. The PSO will also indicate if other policy documents on the CIO policy intranet and internet pages should be removed due to the new policy package superseding older

information and request concurrence from the CIO that older document(s) be archived. The policy may be approved by the CIO at the meeting.

- a. Per the QIC Charter, the CIO will make and record the final decisions on matters before the QIC. Individual QIC members retain the right to appeal decisions to the Administrator or Deputy Administrator when they believe the CIO's decisions are inappropriate from an Agency, program or regional perspective. The QIC provides the opportunity for face-to-face discussion among peers and is intended to minimize the need for appeal.
12. If the policy package is approved by the CIO, the POCS Policy Analyst will coordinate the process to record an electronic signature of the CIO on the policy package and place the policy package in a PDF format that is 508 compliant.
13. The POCS Policy Analyst will coordinate the process to post the policy package to the PSO designated policy webpages.
14. After posting is complete, the POCS Policy Analyst coordinates the process to notify the OEI Immediate Office (IO) of the final posting and arranges with the IO to send out the Agency announcement of the new policy package.